What is eRecruit?

eRecruit is the Maricopa County online application system.   The eRecruit system allows you to search all open positions at the County and Judicial Branch, create and save an application, and gives you the ability to view the status of applications you have submitted.

I don't have a computer at home. Where can I apply for County or Judicial Branch jobs?

You can access eRecruit anywhere you access the Internet. This includes public libraries, Maricopa Workforce Connections, community colleges, and internet cafés. You may also visit Maricopa County Human Resources at 301 W. Jefferson St, Phoenix. Maricopa County Human Resources has eRecruit-accessible computers available Monday – Friday, 8am – 5pm, excluding holidays.

I can get to the Internet. But I don't have an e-mail address. Why do I need one?

eRecruit requires an e-mail address for all candidates. Your e-mail address is your login into the system, replacing the need for social security numbers. Having an e-mail address also allows eRecruit to send you notices of new positions of interest to you, lets you check the status of your application, and allows hiring departments/managers to contact you quickly via the Internet.

If you do not have an e-mail address, various organizations provide for free e-mail accounts. You may visit www.yahoo.com, www.hotmail.com, www.mail.com, or your Internet service provider for more details.

The screen looks odd and I can't see the whole page, what is wrong?

Most likely your PC screen resolution is set to 800/600. For ease of use with the eRecruit system, we recommend a screen resolution setting of 1024/768 with 1152/864 possibly yielding better viewing results.   This setting is typically found under the "my computer, control panel, display, settings, screen area" on most computers.

How do I view what jobs are available for me?

On the main eRecruit page, click the link for "View/Search for Jobs."   From there, you can search for open positions by various criteria, such as department, keyword, full-time/part-time, etc. You may also leave all options blank and see every open position. On the search page and again within the application itself, you may need to use the prompt button 🔍 to select from a list of available values.

How do I apply for a job that I see here?

You must select jobs to add to your Job Basket. Your Job Basket collects all the positions for which you wish to apply, and puts them into one streamlined list. After you have selected jobs for your Job Basket, click the "Apply for Jobs in my Job Basket" button. You will then be asked to log into eRecruit, or create a new login.

I don't have a login. What do I do?

If this is your first visit to eRecruit at Maricopa County, you will create your login using your e-mail address. You will be asked for your e-mail address and a unique password. You will also be asked to re-type the password, just to verify your password is spelled/entered correctly.

If you are returning to eRecruit, your login is the e-mail address and password you used at your last visit. If you do not remember your password, enter your e-mail address, and eRecruit will send your password to the e-mail address we have on record.

If I'm not sure which job I want, can I just submit a blank application and resume online and let you determine what job I qualify for?

Because of the high volume of applications received annually, Maricopa County cannot match candidates to available positions. You must complete and submit an online application for each position for which you are applying. Remember, if you are applying for multiple jobs simultaneously, you will only "fill out" one application in eRecruit. Many jobs require responses to supplemental questions that vary from position to position.

I applied for a job yesterday. I found another job online that I want to apply for today. Do I have to fill out all my information again?

No. With eRecruit, once you log in using your e-mail address and password, eRecruit will retrieve your application. You have the opportunity to add, edit, or delete any additional information for the new position, but you do not have to re-create your information.

If the new position has screening criteria or qualifications that differ from previous applications, you may be asked to answer additional questions to rate or specify your skills and experience.

Can I enter an application for a position before the job is open?

Only recruitments currently open will appear on eRecruit. If you anticipate a specific position becoming available, please return to eRecruit frequently. You may also set up a Job Search Agent and have eRecruit e-mail you when specific positions open.

The job posting I viewed lists a specific salary range. Is this negotiable?

The posted salary range for each position is the range the hiring department/manager is permitted or authorized to offer. Entry salary will depend on the match of your qualifications and experience to the needs of the department, but will be within the range specified.

How long will it be before I hear about my application?

Depending on the specific recruitment and hiring department/manager needs, response times may vary. You can check the status of your application at any time when you log into eRecruit. As employment actions take place, your application status will be updated in real-time in eRecruit.

The system says my application status is "Added to recruitment register." What does this mean?

The term "register" means the list of candidates who meet the screening criteria for a particular recruitment, and are eligible to be referred to the hiring department/manager. This does not guarantee you will be contacted for an interview, but Human Resources will retain your application for potential interview consideration.

Does this position require that I take a test?

Each job posting will list selection procedures for individual recruitments. Many positions will require a written exam or typing/keyboarding exam. When Human Resources has reviewed your application and determined that you meet the minimum qualifications, your application status in eRecruit will change to "Application Being Reviewed – Forwarded to Testing."   Human Resources will notify you via email or US mail of your test date/time.

Here are some other Status/Reasons that may appear on your submitted applications.
- Applied – your application was successfully submitted; no action has been taken yet.
- Routed to Hiring Authority – your application has been forwarded to the hiring authority, this is not a guarantee that you will be contacted for an interview.
- Failed to Meet Minimum Quals – your application has been removed for failing to meet the minimum qualifications stated on the job posting.
- Another Applicant Was Hired – your application has been removed as another applicant has filled the position.
- Ineligible to Take Exam – your application has been removed as you recently took the exam and are presently ineligible to re-take the exam.
- Failed a Test – your application has been removed as you didn't obtain a high enough score on an exam component to continue in the process.

- Failed to Appear for Exam – your application has been removed as you failed to appear for scheduled testing or withdrew from scheduled testing.
- Routed to Testing – an exam is required and your application has been routed to the exam staff. If you are required to take an exam you will be notified by email or US mail.
- Application Being Reviewed – the review of your application has begun.
- Add to Certification List – used in conjunction with Routed to Hiring Authority
- Direct Referral – Sent to Dept – your application was for a recruitment type that doesn't require screening, therefore it was referred to the hiring authority.
- Competitively Screened – your application met the minimum qualifications but you were not one of the most highly qualified candidates when the preferred qualifications were evaluated.
- Misrepresentation – if you are a current County or Judicial Branch employee and utilize the external eRecruit system, you have applied incorrectly. You must log onto Employee Self Service. Your "external" application has been removed.

I'm a current County or Judicial Branch employee. Why don't I see any internal postings listed?

Internal postings are not available on the external eRecruit system. You must log on to Employee Self Service at https://my.maricopa.gov to view any internal posting or to apply for any internal or open-competitive posting.

As a current County or Judicial employee, must I add in all my employment information, including my current job duties?

Yes. Employees' applications are evaluated based only on the information provided on their applications. Omission of current position and/or duties may result in the rejection of your application. Once you provide employment information, you will only need to update it with new information on subsequent applications.

Other information such as your address or licenses will be brought over from your employee record. You may need to update this information via Employee Self Service so that it will be correct on your application.

Do you provide special arrangements for persons with disabilities?

If you feel you require a reasonable accommodation for completing an application using eRecruit or require a reasonable accommodation for testing, please contact Human Resources Employment Services at 602-506-3755. The Human Resources Department normal business hours are 8am – 5pm, excluding holidays.

How do I notify you of a change in address or phone number?

From the main menu of eRecruit (after you provide your login information), you can select the Add/Update Contact Information.   From there, you may change your address, telephone number, e-mail address, or your name.

Who is eligible for Employment Preference Points and when are they applicable? Where can I get a copy of the Employment Preference Points Claim Form?

Please read the [Preference Points Claim Form](#) for further details.